

Process for Renewal of a Public School Charter

New Hampshire Department of Education
Charter School Office
101 Pleasant Street
Concord, New Hampshire 03301
Phone : (603) 271-2079
Fax : (603) 271-7381

Renewal Application Process

RSA 194-B:16 (VI) defines the conditions for renewal of a New Hampshire Public Charter School:

VI. By the end of its final contract year, the charter school shall meet or exceed the objective academic test results or standards and goals as set forth in its application. If the school does not meet these results or standards and goals, it shall not be eligible for renewal of its charter.

Assessment of the charter school's attainment of performance targets sufficient to merit renewal of its charter will include the school's cumulative performance across the five years of its initial term.

The process of re-authorization has multiple components and involves notification of the intent to seek re-authorization, an on site visit, interviews and documentation. The process is as follows:

- Intent to Apply (**see Appendix A**)
- Submission of application for review
- School Review and on-site visit
- Dept of Education Review and recommendation to State Board
- State Board decision

Application for Renewal of Charter

School submits application for renewal of charter to the Department of Education

The application for renewal is submitted to the Charter School Office at the Department of Education. The school must let the DOE know of its intent to seek renewal by the end of the fourth year of a school's operation/authorization. The application must follow the guidelines set forth in the following pages. **Submit one original and one unbound copy of the application. In addition, submit an electronic version.**

Application Review

Department of Education reviews application

The Department's Charter School Office will review the application for renewal and make a recommendation to the Commissioner. The Commissioner will either recommend that the school move forward in the renewal process or ask that the school submit stronger evidence of performance.

**Materials Review
Site Visit**

Evaluation of applicant school

If the Commissioner of Education recommends moving forward, he/she will appoint a review team to conduct a 1-day review of the school's documents including yearly accountability materials. There will also be a 1-day onsite evaluation of the applicant school that will be arranged with the charter school. The visiting team will visit classes and talk with teachers and students. The team will include at least one person familiar with charter law. The charter school will be responsible for gathering other interested parties for meetings. For example, Board members and parents should be invited to participate and time set aside for them to meet with the visiting team during the onsite visit. The goal of the renewal site visit is to corroborate and augment the written application through interviews, observation, and a review of materials. The renewal team will use established protocol that will be shared with the charter school.

**Invitation for
Written Comment**

Invitation for written comment

Interested parties, including the superintendent in the district in which a charter school is located or the region from which the school draws students, must be invited by the charter school to submit written comments to the Department of Education regarding the renewal of a school's charter. Written comments may be shared with the charter school.

**Commissioner's
Recommendation**

**Commissioner makes a recommendation to the
Board of Education regarding renewal of
charter**

Based on a review of the school's application for renewal, the findings of the renewal visiting team, and any other relevant information, the Commissioner will make a recommendation to the Board of Education regarding the renewal of the school's charter.

**Board of Education
Votes**

Board of Education votes on renewal of charter

The Board of Education will vote to renew, renew with conditions, or not renew a school's charter.

Format

- The application should not exceed 25 pages, excluding the executive summary.
- Attachments should not exceed 25 pages, excluding the draft Accountability Plan. The Accountability Plan must be based on the New Hampshire Charter School Accountability Plan.
- The application may include an executive summary of no longer than two pages.
- The application and attachments should use standard margins, be clearly paginated, and use no smaller than an 11-point font.
- Any attachment should be explicitly referred to in the text of the application and directly relevant to that part of the text.
- Tables, graphs, and other data in the application must be clearly presented, clearly explained, and directly relevant to the text.

Charter Renewal Application Guideline *(see Appendix B for application criteria)*

Cover Letter

School Mission Statement

Executive Summary *(optional; no more than two pages)*

Affirmative Evidence for the following areas:

1. Is the school making progress toward achieving its mission?

- Have the school's programs and operation been consistent with the terms of its Charter? How do the Accountability Plan Objectives and Measures demonstrate faithfulness to Charter? How do the performance criteria demonstrate consistency with Charter?
- What changes have been made or do you plan to make regarding the Charter? Do you wish to refine your Charter?

2. How is the school responsibly using public funds?

- Please include school's operating budget and sources of funding, including funds raised in addition to state funds.
- How are decisions made regarding use of resources and setting priorities for spending?
- Reference yearly audit which is on file at the DOE.

3. Is the school promoting student attainment of expected knowledge and skills?

- Has the school made reasonable progress in meeting internally established goals in both its accountability plan and as demonstrated in the New England Common Assessment Program (NECAP) results?
- Has student performance significantly improved and/or been consistently strong on local and state academic assessments?

4. Is the school sustainable?

- Does the school show organizational viability?
- Is the enrollment stable and near capacity?
- Is the governance and management system effective?
- What are the school's measurable objectives for its next charter term?
- What is your budget process?

Also please include:

- ☐ Up-to-date Certificate for Occupancy
- ☐ Up-to-date Fire Inspection Certificate
- ☐ Up-to-date Building Safety Inspection
- ☐ Up-to-date Health Inspection
- ☐ Up-to-date Insurance Certificate(s)
- ☐ Up-to-date Financial Audit

APPENDIX A:

INTENT TO RENEW CHARTER

The charter school must submit to the Department of Education
this intent to seek renewal by the end of the fourth year of a school's operation/authorization.

Charter School name _____

School Address _____

City, State, Zip Code _____

Contact Person _____

Phone/Fax _____

Email Address _____

Head of School Signature_____

Date _____

Chairman of Board Signature _____

Date _____

Send completed form to:

Michelle Gauthier
NH Department of Education
Charter School Office
101 Pleasant Street
Concord, NH 03301-3860
Michelle.Gauthier@doe.nh.gov
Tel 271-3582
Fax 271-7381

APPENDIX B:

Please address the following when submitting your grant renewal application:

- 1) The cover letter should include a concise abstract of your charter, restating mission and goals. This should only be approximately one page.
 - A: What progress has school made towards its academic goals defined?
 - B: What progress has school made in programmatic and organizational goals?
- 2) Enrollment numbers and anticipated growth of student body.
- 3) As a result of anticipated growth, will there be changes in curriculum or instructional needs?
- 4) Report on school features, curriculum and technology programs, successes and failures.
 - A: Describe academic attainment reached through the curriculum and other special components.
- 5) Discuss parent involvement and future needs.
- 6) Discuss fundraising efforts and future fund raising plans addressing sustainability.
- 7) Proposed budget for the following school year.
 - A: Is the school using public funds appropriately?
 - B: A detailed description of the specific school boards reasoning for allocating funds.
- 8) Suggestions.
- 9) Date and sign your renewal application.
- 10) Complete the contact information form.

Please note that the start date of your project cannot be before the DOE approves the application, and the signature date cannot be after the start date.

FOR NHDOE USE ONLY:

Renewal granted: _____ Yes _____ No

Amount Approved: _____

Date Approved: _____

Authorized signature: _____